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SECURITY INFORMATION

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of Medical Office T/O

REFERENCES: (Attached as Tabs)

- Tab 1 - Memorandum, dated 12 January 1953, from the Deputy Chief, Medical Office, Subject: Revision of Medical Office T/O.
- Tab 2 - Concurrence from the Comptroller, dated 23 January 1953.
- Tab 3 - Memorandum and attachments from the Chief, Organization and Methods Service, dated 4 March 1953.
- Tab 4 - Form 30-25 reflecting proposed organizational position changes.

1. Tab 1 sets forth the Medical Office proposal involving the internal realignment of functional responsibilities through the abolition of the Special Support Division, the establishment of a Special Support Staff in the Office of the Chief, Medical Office, and the transfer of related administrative support activities as well as positions performing such functions for the DD/P Offices to the Administrative Support Division. Staff advisory responsibility to the DD/P area will be vested in the Special Support Staff. The proposed position changes (7 deletions, 7 additions, 5 transfers and 3 re-classifications) are to be effected within the authorized Table of Organization strength and current personnel ceiling, both of which will remain at [REDACTED]

2. Tab 2 is the concurrence without comment from the Comptroller.

3. Tab 3 is a memorandum (and attachments) from the Chief, O & M Service, approving, from an organization structure standpoint, the changes cited in paragraph 1. The report of the O & M Examiner (Tab 3, attachment 3) indicates that the proposed changes are justified by current work load and program requirements.

4. The Chief, O & M Service also raises a question concerning the proposal to upgrade 3 Medical Technician positions from GS-7 to GS-8 to accommodate GS-8 Medical Technicians returning from overseas duty.

In this particular case, no classification problems were encountered inasmuch as the establishment of Medical Technician GS-8 positions could

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be supported by the assignment to the original GS-7 positions of additional duties stemming from increased functional activities of the Medical Office as well as broader responsibility for training incoming Medical Technicians with particular emphasis on medical field operations. However, it is agreed that the broader problem concerning making available appropriate departmental assignments for overseas returnees is one with which we are faced at this time and should be solved if our Career Service Plan is to be effective. To this end, the Personnel Office is currently drafting recommendations which if approved and implemented may alleviate this situation to a considerable extent.

5. Based on the facts that all requested position classifications appear to be proper, the organizational structure logical in consideration of the Medical Office program, and no budgetary problems are involved, it is recommended that the proposed T/O revision as summarized in Tab 4, Form 30-25 and concurred in by concerned staff offices be approved.

25X1A

[REDACTED]
Assistant Director (Personnel)

4 Attachments
As stated

Action by Approving Authority

Date 3 April 1953
T/O & Ceiling Approved, (Disapproved),
Exceptions, if any

151 A. K. White
Asst. Deputy Director
(Administration)

CWD/RWS/sb

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing 4 attachment to b 1, 2, 3, 4